

REQUEST FOR APPLICATIONS
FOR
2008-2009
STATE SURVEY AND PLANNING
COST SHARE FUNDS

ISSUED BY

COMMONWEALTH OF VIRGINIA
Department of Historic Resources
Community Services Division
2801 Kensington Avenue
Richmond, VA 23221

April 15, 2008

REQUEST FOR APPLICATIONS

Issue Date: April 15, 2008

Title: Request for Applications for 2008-2009 State Survey and Planning Cost Share Funds

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Community Services Division
2801 Kensington Avenue
Richmond, VA 23221

**Project Period
(Anticipated Period
of Agreement):** From August 1, 2008 to June 30, 2010

Applications will be accepted by the Virginia Department of Historic Resources (DHR) until 4:00 PM, Tuesday, June 10, 2008.

Direct inquiries for information concerning this solicitation for the Survey and Planning Cost Share to:

Susan E. Smead, Survey Program Manager
Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221

Telephone: (804) 367-2323, ext. 107
E-mail: Susan.Smead@dhr.virginia.gov

Direct inquiries for information and assistance regarding preparation of applications in response to this Request for Applications (RFA) to the appropriate DHR Regional Office--see Page 4 of this RFA.

CERTIFICATION

This certification must be signed by an individual with the authority and power to commit funds set forth in the Cost Share application as a match for a Cost Share project, and with the ability to guarantee the availability of funds at the time that a Cost Share Agreement is executed with the Virginia Department of Historic Resources (DHR) to carry out a Cost Share project. This certification form must accompany the application (see section IV.B.1. of this Request for Applications).

In compliance with this Request for Applications and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to enter into a Cost Share Agreement in accordance with the attached signed application, or as mutually agreed upon by contract.

CERTIFICATION: I certify that the information in this application is accurate to the best of my knowledge, and that I am authorized to make this request. I agree to abide by all the terms and conditions set forth in this application and accompanying materials, if selected to enter into a Cost Share Agreement. I certify that the funding amount(s) set forth for the local match, and any offered “in-kind” support, will be available for the proposed project when a Cost Share Agreement is entered into with DHR, should the project be selected for Cost Share program funding.

Name and Address of Applicant(s):

By: _____

Title: _____

Date: _____

Phone No.: _____

FEI/FIN No.: _____

Fax No.: _____

E-mail: _____

Add sheets as necessary for multiple applicants, providing all requested information for each.

Please note that complete certification information, and the ability to commit proposed funding and to make such funding available at the time a Cost Share Agreement is executed, is required for consideration of the application.

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES REGIONAL OFFICES

The Regional Offices of the Virginia Department of Historic Resources (DHR) are available to assist with the development of Cost Share Program project proposals. Please contact staff in the regional office that serves your area to discuss project ideas and to obtain guidance on outlining a proposed scope of work. **It is expected that all applicants will have discussed proposed projects with the appropriate regional office staff prior to submitting an application.**

To see which areas each regional office covers, please refer to Attachment A. Further information and a map depicting Regional Office service areas are available on the DHR web site, at: http://www.dhr.virginia.gov/regional_offices/regional_offices.htm.

Staff contacts in the regional offices are provided on the DHR web site via links on the following page: http://www.dhr.virginia.gov/homepage_features/ContactUs.htm. Please contact the appropriate Regional Office for guidance in preparing applications, and include the Regional Office Director and other Regional Office staff as appropriate on correspondence when contacting DHR for assistance.

APPLICATIONS MUST BE MAILED OR HAND DELIVERED BY 4:00 PM, TUESDAY, JUNE 10, 2008, DIRECTLY TO:

Susan E. Smead, Survey Program Manager
Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221

Telephone: (804) 367-2323 ext 107
Fax: (804) 367-2391
E-mail: Susan.Smead@dhr.virginia.gov

Applications must consist of one (1) original, marked as such, eight (8) copies, and an electronic copy provided on disk (see section IV.A.1. of this RFA). All items are to be submitted in one package to DHR's Richmond office at the address provided above, and may be hand delivered, or sent via US mail or by other delivery means (UPS, Fed Ex, etc.).

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I. PURPOSE

The intent of this Request for Applications (RFA) is to solicit applications for Survey and Planning Cost Share program projects that meet eligibility requirements as set forth in this RFA, from applicants who are eligible to participate in the Cost Share program. The cost for selected projects is typically shared between the Virginia Department of Historic Resources (DHR) and the applicant(s) for each project. Eligible projects encompass a broad range of survey and planning activities that include historic resources survey and/or Virginia Landmarks Register and National Register of Historic Places components, or build upon prior survey and/or register activity, and/or address historic resources through identification, documentation, evaluation, and preservation planning initiatives consistent with the responsible stewardship of historic resources.

By entering into a Cost Share Agreement (hereinafter referred to as "Agreement") with a project applicant or applicants, DHR agrees to manage the project and cover a selected portion of the project costs, with the other portion of the funding typically provided by the applicant(s). Applicants whose projects are selected provide funding directly to DHR after execution of an Agreement for the project between the applicant(s) and DHR, and upon receipt of an invoice from DHR for the funding amount (funding will be requested by DHR in one lump sum then combined with state funds allocated to the project to establish the project budget).

Please note: Previous applicants who applied for Cost Share funding in response to the Request for Applications for the 2007-2008 cycle, and did not receive funding, are invited to reactivate their applications. This can be done by providing notification to DHR of the locality's intent to reactivate the application, by the due date for responses to this RFA, which is Tuesday, June 10, 2008, at 4:00 PM. If this is done, DHR must be provided with all necessary updated information for the application by the application due date.

II. BACKGROUND

DHR is responsible for the identification, evaluation and protection of historic resources throughout the Commonwealth. In order to work cooperatively with local governments and Planning District Commissions (PDCs) toward these goals, DHR administers the Cost Share program for the purpose of establishing Agreements for local historic resource documentation, planning, and historic resources treatment projects. The Cost Share program was established to promote local and regional documentation and planning efforts and responds to Executive Memorandum 1-91, which requires state agencies to reduce administrative burdens imposed on local governments in the management of state financial assistance programs.

III. STATEMENT OF NEEDS

A. Eligible Applicants: The following are eligible to apply to participate in the Cost Share program:

- All local governments in Virginia;
- All PDCs in Virginia;
- Established non-profit organizations (501(c)(3)) with the proven ability to carry out historic preservation projects at the local level.

In addition to applying individually, eligible applicants may collaborate to submit an application: They may submit joint applications that incorporate the participation of state agencies other than DHR, that involve more than one local government and/or PDC, and that include participation by non-profit entities such as historical societies and historic preservation organizations. For project applications involving multiple potential project partners, one principal local government contact, PDC contact, or non-profit organization must be designated as DHR's primary contact for each application submitted. This contact individual shall be clearly indicated in the application, with contact information to include mailing address, email address, phone number, and fax number. **If and when any change to information for the principal contact occurs following submission of an application, DHR's Survey Program Manager and the appropriate DHR Regional Office contact(s) must be notified immediately.**

B. Applicant Contribution: DHR requests that all applications submitted specify whether the applicant has the ability to provide a cash contribution equal to 50% of the projected total project costs. DHR reserves the right to negotiate Agreements when less than a 50% cash contribution is available, or Agreements where more than a 50% cash contribution is offered, provided the project application is found to be exemplary under other criteria. In certain cases, where the need of the locality for assistance with historic resources identification, documentation and preservation planning is great, and local funding is demonstrably not available, DHR may determine to provide sufficient funding to accomplish a proposed project. **Agreements will obligate the proposing entity to transfer their proportionate share of the proposed project cost to DHR. Payment to DHR is expected in a lump sum, to be provided promptly upon receipt of an invoice from DHR. Delays in payment may result in delays in project completion, or may result in cancellation of the project.**

Applicants are encouraged to include in their applications a proposed plan for sharing digital data with DHR, when this information is available at the local level. Please contact DHR's Archivist for further information, at Quatro.Hubbard@dhr.virginia.gov, or at 804-367-2323, ext. 124.

- C. Eligible Activities and Project Priorities for State Fiscal Year (SFY) 2008-2009:
Applications are requested that propose eligible historic resource documentation and planning projects with a local or regional focus, and that encourage the identification, recognition and protection of the full range of historic resources within the study area. Among these, certain types of project activities are to be considered priorities for the SFY 2008-2009 Cost Share funding cycle. These are determined based upon survey and planning needs and objectives.

Eligible Activities: Applications may include one or more of the following activities (but are not necessarily limited to these activities):

- Community-wide or targeted architectural, archaeological, and/or cultural landscape surveys at the reconnaissance and/or intensive level leading to the identification of places and sites eligible for listing on the Virginia Landmarks Register and National Register of Historic Places. Such historic property documentation projects typically require the production of a printed comprehensive report containing data from the study performed, which is intended for use by communities for economic, community and tourism development, for educational purposes, and to inform planning decision-making.
- County-wide archaeological assessments or assessments of specific areas with high potential for significant archaeological sites.
- Community preservation plans or preservation components of local comprehensive and master plans.
- Historic district survey of areas not previously surveyed, or re-survey of historic districts, especially of districts for which prior survey materials are ten years of age or older.
- Nominations of historic districts to the Virginia Landmarks Register and National Register of Historic Places, or selected individual nominations, especially when drawing upon data obtained from previous Cost Share projects.
- Establishment of an effective local historic zoning ordinance or design guidelines for local historic districts, including updating existing design guidelines.

- Thematic historic resource documentation projects addressing architectural, archaeological, and/or cultural landscape resources.
- Resource documentation projects in areas with historic resources facing imminent threat or extreme development pressures.
- Surveys of Community Development Block Grant (CDBG) target areas.
- Educational initiatives that use information from survey and/or register efforts to develop into tools for teaching and promoting heritage tourism, such as exhibits, multi-media presentations, walking or driving tours, publications, and educational web sites.
- Data enrichment projects that include redigitizing site locations in GIS, updating DHR's Cultural Resources Management reports database, reviewing, updating, and integrating written and graphics materials and updating DHR's Data Sharing System (DSS) resource records.
- Development of survey reports from previous Cost Share projects into publishable works, and for defraying costs of printing for commercial distribution of the published work by the locality or others.

Priorities for SFY 2008-2009: DHR especially welcomes applications that address one or more of the following opportunities and challenges, and that explain clearly how the project will serve to meet them. Please note, however, that all applications related to historic resources survey and planning projects that meet application requirements as set forth in this RFA will be seriously considered and evaluated for partnership funding.

- Projects that support Virginia's land conservation goal to preserve 400,000 acres of land by 2010 to meet the state's commitment to Chesapeake Bay Watershed protection, through survey of historic resources (historic buildings and structures, archaeological sites, and cultural landscapes) to support the placement of preservation protections.
- Projects that support the Governor's 2007 Transportation Proposal by improving coordination between land use and transportation, and supporting local efforts to manage development for the realization of balanced growth, in tandem with the protection and enhancement of historic resources.
- Projects that involve collaboration with natural resource agencies and initiatives

geared towards natural resource management and protection, such as surveying historic resources to plan for designating parkland, or projects that will contribute to implementation of local zoning addressing the preservation of both natural and historic resources.

- Projects that integrate historic resources identification and documentation into Green Infrastructure-based comprehensive planning initiatives, incorporating historic resources survey, evaluation, treatment, and/or preservation planning components into such initiatives.
- Projects that will provide broad-based survey coverage to large rural and urban areas that have never been adequately surveyed, or for which data is out of date (typically ten years of age or older).
- Projects that involve the identification of battlefields, survey of battlefield resources, updating existing survey data, listing in the Virginia Landmarks Register and National Register of Historic Places, updating existing register nominations, and/or the development of a battlefield preservation plan.
- Projects related to the identification, registration, and/or preservation of Civil War battlefields in Virginia that will advance the goals of the Virginia Sesquicentennial of the American Civil War Commission, and expand public understanding of and appreciation of the historical importance of the American Civil War.
- Projects that build upon the goals of an officially designated Jamestown 2007 Community, carrying out an as yet uncompleted Jamestown 2007 project or initiative. To be eligible for funding under this category, an applicant community must have been officially designated as a Jamestown 2007 Community. For information about the Jamestown 2007 Community program including criteria for designation and a list of communities designated, visit the Jamestown 2007 Web Site at: <http://www.jamestown2007.org/>.
- Projects that will result in updated documentation on historic districts that were listed in the Virginia Landmarks Register and National Register of Historic Places without detailed inventories prior to 1983, and/or that need significant amendment due to the passage of time.
- Projects targeted at neighborhoods or commercial areas that are experiencing, or that are ripe for state and/or federal historic rehabilitation tax credit programs activity.
- Projects that comprise thematic surveys of resources that are designed to assist in heritage tourism development, heritage education, master planning and/or

community development, and/or regional planning.

- Projects that will serve to increase official public recognition, awareness, and stewardship of historic places representing Virginia's rich, diverse historic heritage.
- Projects that combine survey and register activities with in-depth studies of historic resources, resulting in an understanding of the resources and appropriate plans for their management and treatment.
- Projects that will help communities qualify for designation as Virginia Certified Local Governments, Virginia Main Street communities, and/or *Preserve America* communities.
- Projects that will assist communities in fulfilling stewardship responsibilities and statutory obligations under Section 106 of the National Historic Preservation Act of 1966, as amended.

- D. Project Timetable: Typically the project scope of work must be designed for completion within a fifteen- to eighteen-month period. Target dates must be specified for each work item listed in the proposed scope of work statement. Please note that DHR typically requests that projects in each Cost Share program cycle run according to a common schedule, to streamline project management efforts; this schedule usually runs from late fall/early winter, to winter of the following year (for example, November of the year in which the Cost Share award is made, through the following year to December, or the following January, in the year in which the project is to be completed and the Cost Share project Agreement terminates).

Cost Share program projects for the 2008-09 cycle must be completed in their entirety by May 1, 2010 to ensure closeout of the projects no later than June 30, 2010, at the end of the SFY.

The proposed schedule anticipates awarding of funding and execution of Agreements between DHR and project partners in the summer of 2008; executing contracts with project consultants in the fall of 2008, commencing work during the fall/winter of 2008; and ending work by the spring of 2010.

- E. Project Management: DHR will assume responsibility for procurement of consultant services, contract administration, and maintaining documentation requirements for each project selected for funding. DHR will be responsible for procuring the services of qualified professionals who meet established standards for professional qualifications as specified by the U.S. Secretary of the Interior (*The Secretary of the Interior's Professional Qualification Standards*). Documentation materials will be prepared

according to DHR guidelines: DHR will supervise projects and ensure that all products produced as a result of the Agreements will conform to the *Secretary of the Interior's Standards for Archaeology and Historic Preservation Projects* and DHR requirements. Substandard materials will not be accepted. For publication projects, DHR will offer technical assistance in the preparation of manuscripts and with other requirements of the publication process.

- F. Data Sharing System (DSS): All architectural and archaeological documentation will be prepared using the DHR DSS database maintained by DHR, and to which local governments, contractors, and the public can obtain access to use the information produced by Cost Share program projects.

IV. APPLICATION PREPARATION AND SUBMISSION REQUIREMENTS

A. General Requirements:

1. In order to be considered for selection, **applicants must submit a complete response to this RFA.** One (1) original, marked as the original, and eight (8) copies, marked as copies, of each project application must be submitted to DHR, along with an electronic version provided on disk. The applicant shall make no other distribution of the application.
2. Application Preparation:
 - a. The project application shall be signed by an authorized representative of the applicant, who has the authority and power to commit the funding amount set forth in the application, and to guarantee the availability of the funding amount proposed upon execution of an Agreement with DHR. **All information requested by the RFA for a complete application must be submitted to receive prompt consideration. Failure to submit all information requested may result in a lower evaluation ranking of the application, and/or the need for immediate submission to DHR upon request of missing information in order to qualify.**
 - b. The application shall be prepared simply and economically, providing a straightforward, concise description of the proposed project and the capabilities of the applicant to satisfy the requirements of the RFA. Emphasis must be placed on completeness and clarity of content.
 - c. The original application, and each copy of the application, must each be

bound or contained in a single volume where practical. All documentation submitted with the project application must be contained in each single volume, so that any attachments must be provided with the original and as part of each copy.

- d. Ownership of all data, materials, and documentation originated and prepared for DHR pursuant to the RFA shall belong exclusively to DHR and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*.

3. Oral Presentation: Applicants who submit an application in response to this RFA may be asked to give an oral presentation on their proposed project to DHR. This provides an opportunity for the applicant to clarify or elaborate on the proposed project. This is a fact-finding and explanation session only and does not include negotiation. If an oral presentation is required, DHR will schedule the time and location of the presentation including presentation by teleconference. Oral presentations are held at the discretion of DHR and may or may not be conducted.

- B. Specific Application Requirements: The application must be as thorough and detailed as is necessary to allow DHR to evaluate the quality and timeliness of the application as well as the capabilities of the applicant to fulfill the terms of a Cost Share Agreement. Applicants are required to submit the following items as a complete project application:

1. RFA Cover Sheet and Certification – pages 2 and 3 of this RFA: **These are to be signed and filled out as required, and returned with the application.** This constitutes the State Form.
2. Scope of Work and Project Design: These must be described in a written narrative statement to include the following:
 - a. The objective of the project.
 - b. Expected accomplishments during the project period.
 - c. The proposed phases of work - the phases must be sufficiently detailed to clearly indicate the following:

Who. Who shall perform the specified tasks--whether DHR, the applicant or contract personnel

What. What specific tasks must be accomplished

When. The target completion dates

Where. Where the work will take place; and

How. How the work will be carried out; the order in which the work will be done; and methods that are to be used to carry out tasks.

- d. Address why this project is a priority for the respective jurisdiction(s).
 - e. Address how this project fits into the context of larger statewide historic resource survey and planning priorities, as outlined in Section III. C. above.
3. **Project Budget: Include a line item budget to support the proposed project.** Only costs directly related to the scope of work for the project will be allowed.

Because DHR will assume responsibility for project management, including the procurement of qualified consultants to perform the scope of work, costs for administration and overhead on the part of the project partner(s) are not to be considered as part of the budget.

Applications shall specify any non-cash contributions that may be available such as office space, availability of a vehicle, lodging, use of computers and other office equipment, and the ability to make copies of research materials, property records, etc., at no cost, that contribute to the overall value of the project. This non-cash contribution will not be counted as part of the financial match but can enhance the proposed project application since it can help facilitate execution of project tasks, and reduce consultants' costs and hence the overall cost of the project.

- 4. **Threat to Historic Resources:** Identify any threat to the resources and/or the proposed project area(s), and describe the nature of the threat, its severity and immediacy, and the anticipated outcome of not responding to the threat.
- 5. **Description of Project Area(s):** Describe the area or areas to be covered by and/or affected by the proposed project, and attach a map or maps showing the area(s). **Check DHR's Archives, the appropriate DHR regional office, and local government records for information pertinent to**

understanding and describing the current status of historic resource studies in these areas, including the level of historic resource investigations conducted and the outcome of any investigations. For a complete application, it may be necessary to append materials to provide full understanding of the project area (such as Preliminary Information Forms, survey data, etc.).

See the DHR web site at:

http://www.dhr.virginia.gov/archives/archiv_info.htm for information on contacting and visiting DHR's Archives;

See: http://www.dhr.virginia.gov/regional_offices/regional_offices.htm for information on DHR's regional offices and to determine the appropriate office to contact.

6. Project Coordination and Publicity: Evidence must be provided that information about the proposed project has been made available at the local level, and in particular, with property owners and residents in and around the project area(s). Demonstrate this effort by summarizing information-sharing activities, such as public information meetings; also summarize the results, including whether there is support and/or opposition to the project at the local level.
7. Future Application of Cost Share Project Products: As applicable, describe how results of the project will be used:
 - To enhance beneficial long-range land-use planning;
 - To foster balanced growth while meeting the needs of transportation planning;
 - To promote economic revitalization through use of the historic rehabilitation tax credit programs and by other means;
 - To develop effective heritage tourism programs (particularly as they may relate to a legacy commemorative project for the *Jamestown 2007* commemoration, for projects developed from a *Jamestown 2007* initiative); and/or
 - To increase public understanding and appreciation in the community about its historic resources and the significant role they play in the identity of the community and the Commonwealth.

Along with these, itemize and describe any other likely beneficial outcomes of the proposed project.

8. Project Time Schedule: Provide a proposed schedule for completion of project work assuming that funds are available beginning August 15, 2008 and ending June 30, 2010, and noting that projects are to be completed by May 1, 2010 at the latest to ensure proper processing of deliverables and close-out of payments by the end of the SFY.

9. Amount of Financial Assistance Requested: Identify the total project cost, amount requested by this application, and cash contribution.

Total Project Budget \$ _____

Requested Amount \$ _____

Applicant's Contribution \$ _____
(Specify the sources of applicant's contribution)

10. Nature of Resources and Need: Applications shall demonstrate a clear connection among the historic resources in the project area, the stresses on and threats to those resources, and the need for the proposed project. The narrative of the application shall address why the proposed project is an appropriate step in preservation for the jurisdiction or region.
11. Consultation with DHR Regional Offices: Provide evidence that the applicant has consulted with the appropriate DHR Regional Office(s) serving the locality or localities in which the project is located, in advance of submitting the application. Describe the nature of the consultation.
12. Additional Information: Provide any additional information, relevant to the project, which will serve to further document or clarify the application.

V. REPORTING AND DELIVERY REQUIREMENTS

DHR can make available quarterly financial and project status reports data to other parties to the Agreements at each quarter of the project cycle (at the 25%, 50%, 75%, and 100% completion points) upon request. Projects will be regularly monitored by DHR through meetings, site visits, submission of progress reports and project deliverables to DHR for review, and other appropriate means; monitoring will be conducted by DHR's Regional Offices and Survey Program Manager. Also, services contracted for projects will include

reporting requirements for contractors; on request, reports will be provided to other parties of the Agreements.

VI. EVALUATION AND AWARD CRITERIA

DHR will evaluate and select those applications that propose eligible activities and best meet DHR priorities as itemized and described herein in section III. C., above.

VII. TERMS AND CONDITIONS

- A.** Applicable Laws and Courts: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. Contractors shall comply with applicable federal, state and local laws and regulations.
- B.** Clarification of Terms: If any prospective applicant has questions about the specifications or other solicitation documents, the prospective applicant should contact the agency (DHR) representative whose name appears on the face of the solicitation no later than five (5) working days before the due date. Any revision to the solicitation will be made only by addendum issued by DHR.
- C.** Changes to the Contract: Changes can be made to the Agreement by mutual agreement between the parties, in writing.
- D.** Funds Availability: It is understood and agreed between the parties herein that the agency (DHR) shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of the Agreement.
- E.** Application Acceptance Period: Any application in response to this solicitation shall be valid for 120 days. At the end of the 120 days the application may be withdrawn at the written request of the applicant. If the application is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- F.** Cancellation of Agreement: DHR reserves the right to cancel and terminate any resulting Agreement, in part or in whole, without penalty, upon 30 days written notice to the parties specified in the Agreement. Any cancellation notice shall not relieve the parties specified in the Agreement of the obligation to deliver and/or perform on all outstanding tasks issued prior to the effective date of cancellation.

- G.** Identification of the Application Envelope: The original, signed application and eight (8) copies, and a disk containing a complete electronic copy of the application, shall be submitted in an envelope or package, sealed and identified as follows:

FROM: _____	June 10, 2008	4:00 PM
Name of Applicant	Due Date	Time

Name of Authorized Representative of the Applicant, and Title

Street/Box No.

City, State, Zip Code

The envelope must be addressed as directed on page 4 of this RFA.

Applications may be mailed or hand delivered as described on Page 4 of this RFA. No other correspondence or other applications shall be placed in the envelope.

- H.** Transfer of Cash Contribution: Transfer of the cash contribution to DHR will be negotiated prior to execution of the Agreement. Payment to DHR is expected in a lump sum, to be provided promptly upon receipt of an invoice from DHR. Delays in payment may result in cancellation of the project.

VIII. ATTACHMENTS

RFA attachments are available on DHR's web site, on the Employment & Procurement page with the posting of the RFA, at: http://www.dhr.virginia.gov/homepage_features/jobs-5.htm.

Please note that the DHR Cost Share program survey manual, *Guidelines for Conducting Survey in Virginia for Cost Share Projects*, is not included herein in hard copy due to its length (it is available on DHR's web site, at http://www.dhr.virginia.gov/homepage_features/jobs-5.htm). This manual has been used for Cost Share projects since 2005, and can inform preparation of project scopes of work. DHR intends to replace this manual with a revised survey manual, entitled *Guidelines for Conducting Historic Resources Survey in Virginia*, which is designed to provide survey guidance for all DHR program areas. This manual is currently in draft form; it is anticipated that it will be finalized in time to be applied to projects resulting from this RFA. The draft survey manual is available on DHR's web site for review and comment, at: http://www.dhr.virginia.gov/homepage_features/jobs-5.htm; comments are invited from all potential users of the manual and of survey data.

Paper copies of the Cost Share survey manual, *Guidelines for Conducting Survey in Virginia for Cost Share Projects*, and the draft *Guidelines for Conducting Historic Resources Survey in Virginia*, can be provided upon request--contact Susan Smead, DHR Survey Program Manager, at Susan.Smead@dhr.virginia.gov, or at (804) 367-2323, extension 107.

- A. Virginia Department of Historic Resources Regional Offices
- B. Level and Quality of Survey in Virginia
- C. Preservation Planning for Architectural and Archaeological Resources
- D. Application Evaluation Form
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ATTACHMENT A

Virginia Department of Historic Resources Regional Offices

See DHR web site at: http://www.dhr.virginia.gov/regional_offices/regional_offices.htm

ATTACHMENT B

Level and Quality of Survey in Virginia

Maps updated in 2007

Virginia Department of Historic Resources 2007 Data



Virginia Department of Historic Resources 2000 Data



ATTACHMENT C

Preservation Planning for Architectural and Archaeological Resources

ATTACHMENT C

PRESERVATION PLANNING FOR ARCHITECTURAL AND ARCHAEOLOGICAL RESOURCES

The Department of Historic Resources strongly encourages the efforts of Virginia counties, cities and towns to develop a local comprehensive preservation planning process that closely integrates archaeology, architecture and historic preservation with the community's broader comprehensive planning efforts.

Many communities are familiar with the basic tool of the historic preservation ordinance; however, comprehensive historic preservation planning is another vital preservation tool available to local governments to broaden and strengthen the integration of preservation and community land-use decision-making. One recommended approach is to develop a community comprehensive preservation plan that establishes local preservation goals and priorities based on both the values of the community's historic resources and on the community's own vision of its future. A second, and more commonly used, alternative is for the community to develop a preservation component for its comprehensive plan as it is being revised. Either approach should be timed carefully so that the results of preservation planning can realistically be implemented through the broader community planning process. Both approaches may require the employment of a professionally qualified preservation consultant.

Since archaeological resources are less visible, a locality may wish to develop a rural or city archaeological assessment to serve as a planning document for making land-use decisions and for guiding future archaeological survey, evaluation, treatment or National Register activity. The assessment should include: gathering, mapping and assessing information on archaeological sites which are already recorded; reviewing and assessing all known historic maps to determine the probable locations of historic sites; using environmental, topographic, and known site distribution data to develop a predictive model of areas with high, medium, and low probability for as yet unrecorded prehistoric and historic sites; and plans and recommendations for survey and planning strategies for each of these areas. If possible such a project would include a second step to test the predictive models based on historic maps in limited areas to help support survey and management recommendations. It should also be remembered in developing these assessments and plans that archaeologically significant deposits lie under and around virtually all above-ground historic properties.

Awards of funding for the **preservation plan, preservation component for a comprehensive plan, or archaeological assessment** require broad public participation in development. The plan must meet the standards of the Secretary of the Interior for Preservation Planning. As a guideline for meeting these standards, the Department has identified five essential steps that communities should follow in developing a preservation plan.

1. Identification of local historic properties
2. Evaluation of current trends and influences on historic properties
3. Community consensus on goals and priorities for preservation of historic properties
4. Identification of appropriate tools, strategies and action needed to achieve these goals
5. An action plan for implementation

Local Preservation Planning Questions

These questions are designed to illustrate the model local preservation planning process recommended by the Virginia Department of Historic Resources. Answering these questions in sequence will lead the community through the planning process and assure a comprehensive approach that integrates preservation into the broader development plans, including land use and regulations, capital improvements, transportation, economic development, housing, open space and recreation.

1. What historic properties exist? Where are they located? In what way do they relate to the past and future development of the community?
2. Have the identified properties been adequately documented and evaluated according to the accepted National Register criteria? Are there properties or entire groups of properties that have not been identified, documented or evaluated?
3. What preservation activities (public and private) have already taken place? What activities are in process? How effective have they been?
4. How and in what way are the community's historic properties threatened? What opportunities for preservation exist or will exist in the future?
5. What are the community's goals for its historic properties? What other community goals could preservation assist (downtown revitalization, neighborhood stabilization, housing, heritage tourism etc.)? What is the public's viewpoint? How can the public be involved in developing preservation goals?
6. To what extent is preservation part of the community's overall plan for its development? Does the community intend to integrate preservation into other aspects of its planning and regulation? Will the community's plans conflict with preserving its significant historic properties? If so, how will this conflict be resolved?
7. How will the community achieve its preservation goals? When? Who will be responsible for achieving them, and in what specific ways? How will these actions be funded?
8. Given the identified historic properties and the present level of preservation activity, which strategies and actions are most important? Most urgent? Which are least important now?
9. Who will be responsible for implementing this plan? Who will update it and when?

ATTACHMENT D

Application Evaluation Form

ATTACHMENT D

Virginia Department of Historic Resources Cost Share Survey and Planning Program Application Evaluation Form

Applicant: _____ Regional Preservation Office: _____

Evaluation Scale | 5 – Excellent | 4 – Very Good | 3 – Good | 2 – Average | 1 – Poor

General Submission Requirements

20 Points

• Required number of materials submitted (1original, 8 copies, disk)	5	1	-	enter 5 (yes) or 1 (no)		
• Cover sheet signed by authorized representative	5	1	-	enter 5 (yes) or 1 (no)		
• Completeness of application		5	4	3	2	1
• Clarity of application content		5	4	3	2	1
Total:						

Project Budget & Time Schedule

25 Points

Project Budget & Time Schedule		25 Points				
•	Appropriateness of budget	5	4	3	2	1
•	Demonstrates ability to share in cost of project (if applicable)	5	4	3	2	1
•	Proposes in-kind support (in addition to cash contribution)	5	4	3	2	1
•	Includes line item budget with project cost	5	4	3	2	1
•	Proposes realistic schedule for completion of work	5	4	3	2	1
		Total:				

Urgency & Significance

25 Points

• Builds on previous preservation efforts including previous Cost Share projects	5	4	3	2	1
• Demonstrates public benefits	5	4	3	2	1
• Specifically addresses Governor’s land use initiatives	5	4	3	2	1
• Identifies threats to resources	5	4	3	2	1
• Addresses DHR’s project priorities and work previously done in proposed project area, and corresponds to what is known about proposed project area	5	4	3	2	1
Total:					

Project Design

30 Points

• Project provides identification of both presence and absence of cultural resources	5	4	3	2	1
• Proposed phases of work sufficiently detailed and align with DHR procedures	5	4	3	2	1
• Public benefits substantial and documented; includes public participation	5	4	3	2	1
• Develops or refines statewide themes	5	4	3	2	1
• Increases protection of resources and knowledge of resources and the region	5	4	3	2	1
• Project completes reconnaissance level survey of proposed area	5	4	3	2	1
Total:					

Comments: _____

Total Score: _____

ATTACHMENT E

Thematic Contexts and Associated Property Types

ATTACHMENT E

DEPARTMENT OF HISTORIC RESOURCES THEMATIC CONTEXTS AND ASSOCIATED PROPERTY TYPES

1. Domestic (residences, shelters etc.)
2. Subsistence/Agriculture
3. Government/Law/Political
4. Health care/Medicine
5. Education
6. Military/Defense
7. Religion
8. Social (charitable, fraternal, community organizations etc.)
9. Recreation/Arts
10. Transportation/Communication
11. Commerce/Trade
12. Industry/Processing/Extraction (mining, etc.)
13. Landscape
14. Funerary (cemeteries etc.)
15. Ethnicity/Immigration
16. Settlement Patterns
17. Architecture/Landscape Architecture/Community Planning
18. Technology/Engineering

Other themes: Any theme not covered by the above categories. The state preservation planning process is designed to accommodate various scales of inquiry and alternate ways of understanding our diverse cultural heritage. Studies underway related to Virginia's maritime heritage, Appalachian heritage, African-American heritage, studies of regions and themes that cross state boundaries, as well as more detailed analysis of historic contexts identified through state and national register documentation may necessitate the addition or redefinition of these themes.

ATTACHMENT F

Reconnaissance-level Survey Field Form – Architecture

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES
RECONNAISSANCE SURVEY
FIELD FORM

GENERAL PROPERTY INFORMATION

VDHR I.D. # :

OTHER DHR I.D. #:

PROPERTY DATE (S) _____

PROPERTY NAMES

Name	Explanation (Circle One)
	Historic or Current
	Historic or Current
	Historic or Current
	Historic or Current
	Historic or Current

ADDRESS/LOCATION

#	- #	Street Name	Explanation
-			Current/Alternate
-			Current/Alternate

Vicinity of: _____ Town/Village/Hamlet: _____

ZIP: _____

County/Ind City: _____ Magisterial District: _____

Local Tax Code: Section - _____ Parcel - _____

USGS Quad Name: _____ UTM Center: _____

UTM Coords: _____

Open to public: Y N

Is there a CRM report: Y N

PHYSICAL CHARACTER OF GENERAL SURROUNDINGS

Setting: _____ Acreage: _____

Site Description Notes/Notable Landscape Features _____

SECONDARY RESOURCES DESCRIPTION:

Ownership Categories: Private Public-Federal Public-State Public-Local

VHDR I.D. #: _____
Page 2

HISTORIC DISTRICT INFORMATION

Name of National Register Historic District: _____

Name of DHR Eligible Historic District: _____

Name of Local Historic District: _____

NR Resource Type: Building Structure Object Site District

Contributing Non-contributing Unknown

INDIVIDUAL RESOURCE INFORMATION

WUZIT: _____ PRIMARY RESOURCE? Y N

Estimated Date of Construction: _____ Source of Date: On-Site Other _____

#of	Wuzits	C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD

Architectural Style/Derivation (s): _____

ARCHITECTURAL DESCRIPTION – EXTERIOR, INTERIOR, ADDITIONS, AND ALTERATIONS:

Condition: Excel Fair Good Good-Exc Good-Fair Deter. N/A Poor ReBlt Remdld Ruins Demolished

Number of Stories: _____

Plan Type: _____

Accessed? Yes _____ No _____ If not, why not? _____

Threat: NONE KNOWN None Demo Deter Develop MajAlt Negl PubUtExp Reloc StrFlr Trans Vacant
 Erosion PrivDev PubDev Other

DHR TIME PERIOD:

Paleo-Indian (10,000 B.C. - 8,000 B.C.)
Early Archaic Period (8,000 B.C. - 6500 B.C.)
Middle Archaic Period (6,500 B.C. - 3,000 B.C.)
Late Archaic Period (3,000 B.C. - 1,200 B.C.)
Early Woodland (1,200 B.C. - 300 A.D.)
Middle Woodland (A.D. 300-1000)
Late Woodland (A.D. 1,000 - A.D. 1606)
Contact Period (1607-1750)
Colony to Nation (1750 to 1789)
Early National Period (1789-1830)
Antebellum Period (1830 to 1860)
Civil War (1861 to 1865)
Reconstruction and Growth (1865 to 1917)
World War I to World War II (1917-1945)
The New Dominion (1941- Present)
Other

HISTORIC CONTEXT:

Architecture/Community Planning	Landscape
Architecture/Landscape	Military/Defense
Commerce/Trade	Recreation/Arts
Domestic	Religion
Education	Settlement Patterns
Ethnic/Immigration	Social
Funerary	Subsistence/Agriculture
Government/Law/Political	Technology/Engineering
Health Care/Medicine	Transportation/Communication
Indeterminate	
Industry/Processing/Extraction	Other

:

HISTORICAL SUMMARY (STATEMENT OF SIGNIFICANCE)

PRIMARY RESOURCE EXTERIOR COMPONENT DESCRIPTION (PLEASE ENTER IN THIS ORDER)

Component	Type/Form	Material	Material Treatment
Foundation			
Struc. Systems			
Windows			
Porch			
Roof			
Chimney (s)			

GRAPHIC MEDIA DOCUMENTATION

Control ID	Photo Media	Depository	Photo Date	Photo File Name

BIBLIOGRAPHIC INFORMATION

Type	Author (First and Last Name)	Citation (abbreviated)	Notes

CRM EVENT INFORMATION

Date	Event ID	Event Type	CRMPerson (First)	CRMPerson (Last)	Remarks

VHDR I.D. #: _____ - _____
Page 5

INDIVIDUAL/ORG AGENCY MAILING INFORMATION

Owner Category: _____ Owner _____ Occupant _____ Tenant _____ Informant _____ Property Mgr. _____

Honorific: _____ First Name: _____ Last Name: _____ Suffix: _____

Title: _____

Company: _____

Mailing Address: _____

City: _____ State: _____

ZIP CODE: _____ - _____ Country: _____

Phone 1/Extension: _____ Phone 2/Extension: _____

SURVEYOR'S NOTES:

SITE PLAN

Date:

NORTH ARROW

ATTACHMENT G

Intensive-level Survey Field Form - Architecture

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES
INTENSIVE SURVEY
FIELD FORM

GENERAL PROPERTY INFORMATION

VDHR I.D. # :

OTHER DHR I.D. #:

PROPERTY DATE (S) _____

PROPERTY NAMES

Name	Explanation (Circle One)
	Historic or Current
	Historic or Current
	Historic or Current
	Historic or Current
	Historic or Current

ADDRESS/LOCATION

#	- #	Street Name	Explanation
	-		Current/Alternate
	-		Current/Alternate

Vicinity of: _____ Town/Village/Hamlet: _____

ZIP: _____ - _____

County/Ind City: _____ Magisterial District: _____

Local Tax Code: Section - _____ Parcel - _____

USGS Quad Name: _____ UTM Center: _____

UTM Coords: _____

Open to Public _____ Is there a CRM report _____

PHYSICAL CHARACTER OF GENERAL SURROUNDINGS

Setting: _____ Acreage: _____

Site Description Notes/Notable Landscape Features _____

SECONDARY RESOURCES DESCRIPTION:

Ownership Categories: Private Public-Federal Public-State Public-Local

VHDR I.D. #: _____
Page 2

HISTORIC DISTRICT INFORMATION

Name of National Register Historic District: _____

Name of DHR Eligible Historic District: _____

Name of Local Historic District: _____

NR Resource Type: Building Structure Object Site District

Contributing Non-Contributing Undetermined

#of	NR Resources	C	NC	UD	#of	NR Resources	C	NC	UD
	Buildings	C	NC	UD		Buildings	C	NC	UD
	Structures	C	NC	UD		Structures	C	NC	UD
	Sites	C	NC	UD		Sites	C	NC	UD
	Objects	C	NC	UD		Objects	C	NC	UD

INDIVIDUAL RESOURCE INFORMATION

WUZIT: _____ PRIMARY RESOURCE? Y N

Estimated Date of Construction: _____ Source of Date: On-Site Other _____

#of	Wuzits (What is it?)	C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD
		C	NC	UD

Architectural Style/Derivation (s): _____

ARCHITECTURAL DESCRIPTION – EXTERIOR, INTERIOR, ADDITIONS, AND ALTERATIONS:

Condition: Excel Fair Good Good-Exc Good-Fair Deter. N/A Poor ReBlt Remdld Ruins Demolished

Number of Stories: _____ Plan Type: _____

Accessed? Yes No If not, why not? _____

Threat: NONE KNOWN None Demo Deter Develop MajAlt Negl PubUtExp Reloc StrFlr Trans Vacant
Erosion PrivDev PubDev Other

DHR TIME PERIOD:

Paleo-Indian (10,000 B.C. - 8,000 B.C.)
Early Archaic Period (8,000 B.C. - 6500 B.C.)
Middle Archaic Period (6,500 B.C. - 3,000 B.C.)
Late Archaic Period (3,000 B.C. - 1,200 B.C.)
Early Woodland (1,200 B.C. - 300 A.D.)
Middle Woodland (A.D. 300-1000)
Late Woodland (A.D. 1,000 - A.D. 1606)
Contact Period (1607-1750)
Colony to Nation (1750 to 1789)
Early National Period (1789-1830)
Antebellum Period (1830 to 1860)
Civil War (1861 to 1865)
Reconstruction and Growth (1865 to 1917)
World War I to World War II (1917-1945)
The New Dominion (1941- Present)
Other

HISTORIC CONTEXT:

Architecture/Community Planning	Landscape
Architecture/Landscape	Military/Defense
Commerce/Trade	Recreation/Arts
Domestic	Religion
Education	Settlement Patterns
Ethnic/Immigration	Social
Funerary	Subsistence/Agriculture
Government/Law/Political	Technology/Engineering
Health Care/Medicine	Transportation/Communication
Indeterminate	
Industry/Processing/Extraction	Other

HISTORICAL SUMMARY AND STATEMENT OF SIGNIFICANCE:

PRIMARY RESOURCE EXTERIOR COMPONENT DESCRIPTION

Component	Type/Form	Material	Material Treatment
Foundation			
Struc. Systems			
Windows			
Porch			
Roof			
Chimney (s)			

INDIVIDUALS AND EVENTS ASSOCIATED WITH PROPERTY

ASSOCIATED INDIVIDUAL:

First name	Last name	Function

EVENTS:

Date of Start: _____ Date of Completion: _____

Source of Date Information: _____ Event Type: _____

Remarks:

Date of Start: _____ Date of Completion: _____

Source of Date Information: _____

Remarks:

Date of Start: _____ Date of Completion: _____

Source of Date Information: _____

Remarks:

Date of Start: _____ Date of Completion: _____

Source of Date Information: _____

Remarks:

NATIONAL REGISTER CRITERIA

Potential for Meeting National Register Criteria: A B C D

Potential National Register Criteria Exceptions: A B C D E F G

Periods of Significance: _____ ; _____ ; _____

Areas of Significance: _____

Association with existing National Register Multiple Property: _____

Potential Association with National Register Multiple Property: _____

Property Retains Integrity of:	1)	Association	Y	N	?
	2)	Location	Y	N	?
	3)	Workmanship	Y	N	?
	4)	Design	Y	N	?
	5)	Feeling	Y	N	?
	6)	Setting	Y	N	?
	7)	Material	Y	N	?

Significant Person (Criterion B only) : _____

NR EVALUATION DOCUMENTATION:

NR Evaluation Date: _____ National Register Eligible: Y N ?

Level of Significance: _____ National Register Score: _____

GRAPHIC MEDIA DOCUMENTATION

Control ID	Photo Media	Depository	Photo File Name	Photo Date

BIBLIOGRAPHIC INFORMATION

Type	Author (First and Last Name)	Citation	Notes

CRM EVENT INFORMATION

Date	Event ID	Event Type	CRMPerson (First)	CRMPerson (Last)	Remarks

SITE PLAN

Date:

NORTH ARROW

VHDR I.D. #: _____ - _____
Page 7

INDIVIDUAL/ORG AGENCY MAILING INFORMATION

Owner Category: Owner Occupant Tenant Informant Property Mgr.

Honorific: _____ First Name: _____ Last Name: _____ Suffix: _____
Title: _____
Company: _____
Mailing Address: _____

City: _____ State: _____
ZIP CODE: _____ - _____ Country: _____
Phone 1/Extension: _____ Phone 2/Extension: _____

SURVEYOR'S NOTES:

ATTACHMENT H

Archaeological Survey Field Form

GENERAL PROPERTY INFORMATION

Slope: _____ percent

Survey Description:

Site Condition(s):

25-49% of Site Destroyed
50-74% of Site Destroyed
75-99% of Site Destroyed
Destruction of Surface and Subsurface Deposits
Intact Cultural Level
Intact Stratified Cultural Levels
Less than 25% of Site Destroyed
No Surface Deposits but With Subsurface Integrity
Site deliberately buried
Site Totally Destroyed
Surface Deposits Present And With Subsurface Integrity
Surface Deposits Present But Subsurface Not Tested
Surface Deposits Present But With No Subsurface Integrity
Unknown Portion of Site Destroyed
Subsurface Integrity
Surface Features
Surface Deposits
Site Condition Unknown

Survey Strategy: ☐ Historic Map Projection ☐ Informant ☐ Observation
 ☐ Surface Testing ☐ Subsurface Testing

USGS Quadrangle:

Current Land Use:

Date of Use: _____ Example: _____
Land Uses: _____
Comments: _____

SPECIMENS AND FIELD NOTES INFORMATION

Specimens Obtained: ☐ Yes ☐ No Depository:
Assemblage Description:

Specimens Reported: ☐ Yes ☐ No
Owner Name: Owner Address:
Assemblage Description:

Field Notes: ☐ Yes ☐ No Depository:

BIBLIOGRAPHIC INFORMATION

Reference Numbers: _____ Report(s): ____ Yes ____ No Depository:

Reference for Report:

Additional Comments:

GRAPHIC MEDIA DOCUMENTATION

Photo Media	Depository	Photo Date

CRM EVENT INFORMATION

Date Event ID Event Type CRM Person (First) CRM Person (Last)

Additional Comments (Including address of CRM firm):

INDIVIDUAL/ORG AGENCY MAILING INFORMATION

Category: Informant Occupant Owner Owner of Specimens Property Mgr. Tenant

Honorific: _____ First Name: _____ Last Name: _____ Suffix: _____

Title: _____

Company: _____

Mailing Address: _____

City: _____ State: _____

ZIP CODE: _____ - _____ Country: _____

Phone 1/Extension: _____ Phone 2/Extension: _____

Surveyor's Notes:

ATTACHMENT I

Guidelines for Conducting Survey in Virginia for Cost Share Projects

The DHR Cost Share program survey manual, *Guidelines for Conducting Survey in Virginia for Cost Share Projects*, is not included herein in hard copy due to its length (it is available on DHR's web site, at http://www.dhr.virginia.gov/homepage_features/jobs-5.htm). This manual has been used for Cost Share projects since 2005, and can inform preparation of project scopes of work. DHR intends to replace this manual with a revised survey manual, entitled *Guidelines for Conducting Historic Resources Survey in Virginia*, which is designed to provide survey guidance for all DHR program areas. This manual is currently in draft form; it is anticipated that it will be finalized in time to be applied to projects resulting from this RFA. The draft survey manual is available on DHR's web site for review and comment, at: http://www.dhr.virginia.gov/homepage_features/jobs-5.htm; comments are invited from all potential users of the manual and survey data.

Paper copies of the Cost Share survey manual, *Guidelines for Conducting Survey in Virginia for Cost Share Projects*, and the draft *Guidelines for Conducting Historic Resources Survey in Virginia*, can be provided upon request--contact Susan E. Smead, DHR Survey Program Manager, at Susan.Smead@dhr.virginia.gov, or at (804) 367-2323, extension 107.

ATTACHMENT J

Data on Past Projects and Products Costs

See the DHR web site for additional information:

<http://www.dhr.virginia.gov/survey/Survey1.htm>

SAMPLE PROJECTS, PRODUCTS, AND COSTS

The following descriptions and cost figures are from actual projects conducted by the Department of Historic Resources and local governments. The examples may assist in developing scopes of work and projected cost estimates--please be aware that they are provided for guidance only and actual costs may vary.

Also, please note that DHR currently seeks to incorporate data enrichment as part of any archaeological assessment project. This will typically increase the cost given below by an average amount of \$5,000 (exact cost will vary depending on the number of sites and status of previous documentation). Please contact DHR's Archivist at Quatro.Hubbard@dhr.virginia.gov, or at 804-367-2323, ext. 124, for further information about data enrichment.

Architectural Survey – Suburban

Reconnaissance-level survey of 750 properties
Comprehensive historic context development
Data entry for 750 properties in the DHR DSS program database
Illustrated survey report prepared according to DHR standards
Scripted slide or PowerPoint presentation
At least two public meetings
Cost: \$50,000

Architectural Survey – Urban

Reconnaissance-level survey of 300 properties
Intensive level survey of 30 properties
Evaluation of two proposed historic districts (preparation of two Preliminary Information Forms)
Comprehensive historic context development
Data entry for 330 properties into DSS
Illustrated survey report; scripted slide presentation
At least two public meetings
Cost: \$35,000

Architectural Survey – Primarily Rural

Reconnaissance-level survey of 220 properties
Intensive-level survey of 20 properties
Comprehensive historic context development
Data entry for 240 properties into DSS
Updating of data for approximately 10-20 properties previously surveyed
Map identification of all properties over 50 years old
Illustrated survey report and scripted slide presentation
Two public meetings
Cost: \$30,000

Architectural Survey and National Register of Historic Places and Virginia Landmarks Register Nomination for a Historic District - Town

Reconnaissance-level survey of 150 properties
Comprehensive historic context development
Data entry for 150 properties into DSS
Map identification of all properties and historic district boundaries
National Register of Historic Places nomination preparation

Scripted PowerPoint presentation
Two public meetings
Cost: \$19,500

Archaeological Assessment of a large rural area (Tidewater)

Assessment of information on all previously identified archaeological sites
Development of prehistoric and historic contexts for archaeological resources
Statement of maps illustrating probable locations of archaeological sites
Recommendations for future study, interpretation, and planning strategies
Cost: \$25,000

Survey of African-American cemeteries in a Virginia city and preparation of a draft Multiple Property Document for the resources including at least two public meetings

Cost: \$15,000

Preparation of a comprehensive preservation plan, including both architectural and archaeological resources for a portion of a large and fast growing Virginia county, including at least two public meetings and multiple printed copies of the plan

Cost: \$22,000

Survey and National Register of Historic Places and Virginia Landmarks Register nomination preparation for a historic district of approximately 150 properties in a Virginia town

Cost: \$22,000

A thematic survey and documentation for mining resources with sample field testing in a Virginia county, including a minimum of two public meetings and production of a document useful for developing a bike trail, with accompanying documentation for the resources

Cost: \$18,000

Archaeological survey and excavations in a Virginia town

Intensive evaluation of a discrete area, include testing
Development of historic context and limited excavation
Curation of artifacts
A complete archaeological report prepared to DHR and National Park Service standards
A scripted slide presentation and two public meetings
Cost: \$28,000

Archaeological assessment of a northern Virginia city with an existing comprehensive architectural survey report, including several public meetings and a printed report

Cost: \$15,000